

DEPARTMENT OF PARKS AND RECREATION
Michael Hahm, CPRP - Director



CITY OF SAINT PAUL
Mayor Melvin Carter

400 City Hall Annex
25 West 4th Street
Saint Paul, Minnesota 55102

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Application for Recreation Center Facility Rental Permit

An application/administrative fee of \$15.00 is required for any permit where fees are due. Application for use of space operated by the City of Saint Paul; Department of Parks and Recreation constitutes the applicant's agreement with the Private Event Permit Terms and Conditions and Schedule of Fees and Charges. All rates are subject to local sales tax unless provided with a Certificate of Exemption confirming eligible non-profit status. Payments should be made to location of rental.

Applicant Information:

Name of Applicant: _____

Contact Name if Applicant is an Organization: _____

Phone Number Day: _____ Phone Number Evening: _____

Address	City	State	Zip
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Email: _____ Fax: _____

Event Information:

Recreation Center: _____ Space(s): _____

Date(s) of Event: _____ Time of event: _____

Proposed Use: _____

Estimated Daily Attendance: _____

YES NO Is your organization registered as a tax exempt, non-profit? MN Tax ID # _____

YES NO Does this rental include multiple dates? How many? _____

YES NO Does this rental include bringing in non-City equipment such as jump castles, dunk tanks, staging, etc.? Explain:

YES NO Does this rental include food and beverage vendors? How many? _____

YES NO Does this rental anticipate alcohol sales?

YES NO Does this rental include amplified sound/music?

YES NO Does this rental include any form of publicity?

Total estimated rental charges are determined by the Recreation Center Facility Rental price sheet. Fees will be finalized by the Facility Staff.

(Checks are to be made payable to City of Saint Paul)

Signature of Applicant: _____ Date: _____

Parks and Recreation Approval by: _____ Date: _____